

CHAPTER 2 REGISTRATION

[Prior to 7/13/88, see Architectural Examiners, Board of[80]]

193B—2.1(544A,17A) Application for registration. Applicants for registration are required to make application to the National Council of Architectural Registration Boards, 1735 New York Avenue Northwest, Washington, D.C. 20006 for a council record. A completed state application form and a completed council certificate record shall be filed in the board office before an application will be considered by the board. If prerequisite to examination, the state application form and the council record shall be filed in the board office prior to the date scheduled to take the examination.

2.1(1) The board, by approval of three of its members who are registered architects, may waive examination requirements for architects registered during the current year in another state or country where the qualifications prescribed at the time of registration were equal to those prescribed in Iowa. For the purpose of determining substantially equivalent qualifications, applicants shall be deemed to have met the “Training Requirements for Intern-Architect Development Program (IDP)” requirement regardless of the date of completion of the required experience, provided the experience was completed prior to filing an application for Iowa registration. The board shall find probable cause for disciplinary action if the registrant’s registration in any other state is revoked for statutory reasons or incompetence.

2.1(2) Except as provided in the preceding paragraph, to qualify for registration, all applicants shall pass all divisions of the “Architect Registration Examination” (ARE) prepared and issued by the National Council of Architectural Registration Boards (NCARB). Applicants who have previously passed any portion of formerly required NCARB examinations will be granted credit for those portions passed in accordance with procedures established by NCARB. Divisions of the examination may be passed or failed separately in accordance with procedures established by NCARB.

2.1(3) Practice by business entities.

a. Before engaging in the practice of architecture in this state, a foreign or domestic business corporation, a foreign professional corporation, a partnership, or sole proprietorship shall acquire an “Authorization to Practice Architecture as a Business Entity” from the board as provided in Iowa Code section 544A.21.

b. A domestic professional corporation shall file with the board a copy of its annual report to the secretary of state.

c. Application for the authorization shall be made to the board on forms prescribed by the board. The application shall include but not be limited to the following:

- (1) Name and address of the business entity;
- (2) Type of business entity;
- (3) Names, addresses, and titles of the registered agent if a corporation, and of all officers, directors, partners, beneficial owners, or other principals of the business entity, or of the sole proprietor;
- (4) Name and address of each registered architect in responsible charge of the practice of architecture on behalf of the business entity in the state of Iowa;
- (5) Signature of an officer of a corporation, a partner of a partnership, or the sole proprietor.

d. The “Authorization to Practice Architecture as a Business Entity” will expire on June 30 of each year. Renewal application forms will be provided by the board. The form will request information substantially similar to the information requested in subrule 2.1(3) “c.”

e. A business entity that fails to renew the authorization by the expiration date, but does so within 30 days following its expiration date, shall be allowed to do so with the payment of a \$5 penalty.

(1) The board shall give notice by certified mail, return receipt requested, to the holder of an authorization who has failed to renew the authorization. If the holder fails to renew within 30 days of receipt of the notice, the certificate of registration shall be canceled.

(2) The authorization may be reinstated by completing all of the following:

1. Paying a reinstatement fee of \$100.
 2. Paying the business entity renewal fee.
 3. Submitting the application form required by the board.
- (3) A business entity that loses its authorization by cancellation or other board action shall immediately cease to conduct architectural practice in the state of Iowa.

193B—2.2(544A,17A) Admittance to examination. To be admitted to the examination, an applicant for registration shall have completed eligibility requirements of education and training standards for NCARB certification and attained an NCARB council record.

2.2(1) All eligibility requirements shall have been verified by the council record and satisfied in accordance with the “NCARB Handbook for Interns and Architects.” The Handbook is available through the National Council of Architectural Registration Boards, 1735 New York Avenue N.W., Washington, D.C. 20006, the Iowa Architectural Examining Board or the state law library.

2.2(2) Effective January 1, 1997, IDP (Intern Development Program) training must be recorded and validated as credit is earned, except 300 value units (approximately one year) of credit are allowed prior to establishing and maintaining a council record. Documentation of training standards shall be submitted on “IDP report” forms, published by NCARB, verified by signatures of registered architects serving as (a) a professional sponsor who has been the intern-architect’s employer or who has been an architect in the firm who has substantial responsibility and has been assigned by the firm to act in this capacity; and (b) a professional advisor who is a registered architect, usually outside the intern’s firm, with whom the intern has met for guidance and evaluation of progress. The report form shall be completed to demonstrate attainment of an aggregate of the minimum number of value units in each training area.

193B—2.3(544A,17A) Reinstatement. An expired certificate of registration can be reinstated within two years by completing all of the following:

1. Paying the reinstatement fee.
2. Paying the renewal fee.
3. Submitting evidence of compliance with the continuing education requirements for the two years prior to the date the certificate of registration expired in compliance with requirements in 193B—Chapter 3 (40 contact hours). If the continuing education requirements cannot be met, reinstatement requirements will be determined by the board. The certificate will be reinstated when the requirements have been satisfied and fees have been paid.

2.3(1) Any certificate of registration expired beyond two years will be handled as a new registration. The registrant must do one of the following:

- a. Submit an updated NCARB record with payment of the examination fees and pass the architectural registration examination (ARE).
- b. Submit an updated NCARB record with proof of maintaining a current and valid registration in any jurisdiction.
- c. Fulfill reinstatement requirements determined by the board.

2.3(2) When maintenance of competency has been satisfied and payment of the registration fee and reinstatement fee has been made, the certificate of registration will be reinstated.

193B—2.4(544A, 17A) Examination. Examinations for registration as an architect shall be conducted by the board or its authorized representative.

2.4(1) Content and grading of the examination. The board shall make use of the “Architect Registration Examination” (ARE) prepared and graded by NCARB under a plan of cooperation with the boards of all states and territories of the United States.

2.4(2) Testing service. The board may make use of a testing service selected by NCARB to administer the examination, provided the examination is held in at least one location within the boundaries of this state.

193B—2.5(544A,17A) Fee schedule. Under the authority provided in Iowa Code chapter 544A, the following fees are hereby adopted:

Examination fees:

Initial application fee paid to board	\$100
Fees for examination subjects shall be paid directly to the testing service selected by NCARB.	
Registration Fee	30
(plus \$6 per month until renewal)	
Reciprocal Application and Registration Fee	140
Biennial Renewal Fee	140
Biennial Renewal Fee (Inactive)	50
Reinstatement Fee	100
Duplicate Certificate Fee	20
Roster Fee (except to registered architects and governmental agencies)	50
Authorization to Practice Architecture as a Business Entity	50
Renewal of Authorization to Practice Architecture as a Business Entity	20

193B—2.6(252J) Certificates of noncompliance. The board shall deny the issuance or renewal of a certificate of registration upon the receipt of a certificate of noncompliance from the child support recovery unit of the department of human services according to the procedures in Iowa Code Supplement chapter 252J. In addition to the procedures set forth in chapter 252J, this rule shall apply.

2.6(1) The notice required by Iowa Code Supplement section 252J.8 shall be served upon the registrant or applicant by restricted certified mail, return receipt requested, or personal service in accordance with Rules of Civil Procedure 56.1. Alternatively, the registrant or applicant may accept service personally or through authorized counsel.

2.6(2) The effective date of the denial of the issuance or renewal of a certificate of registration, as specified in the notice required by section 252J.8, shall be 60 days following service of the notice upon the registrant or applicant.

2.6(3) The board’s executive secretary is authorized to prepare and serve the notice required by section 252J.8 upon the registrant or applicant.

2.6(4) Registrants and applicants shall keep the board informed of all court actions and all child support recovery unit actions taken under or in connection with chapter 252J and shall provide the board copies, within seven days of filing or issuance, of all applications filed with the district court pursuant to section 252J.9, all court orders entered in such actions, and withdrawals of certificates of noncompliance by the child support recovery unit.

2.6(5) All board fees for applications, license renewal or reinstatement must be paid by registrants or applicants before a certificate of registration will be issued, renewed or reinstated after the board has denied the issuance or renewal of a license pursuant to chapter 252J.

2.6(6) In the event a registrant or applicant files a timely district court action following service of a board notice pursuant to sections 252J.8 and 252J.9, the board shall continue with the intended action described in the notice upon the receipt of a court order lifting the stay, dismissing the action, or otherwise directing the board to proceed. For purposes of determining the effective date of the denial of the issuance or renewal of a certificate of registration, the board shall count the number of days before the action was filed and the number of days after the action was disposed of by the court.

2.6(7) The board shall notify the registrant or applicant in writing through regular first-class mail, or such other means as the board deems appropriate in the circumstances, within ten days of the effective date of the denial of the issuance or renewal of a certificate of registration, and shall similarly notify the registrant or applicant when the certificate of registration is issued or renewed following the board's receipt of a withdrawal of the certificate of noncompliance.

These rules are intended to implement Iowa Code sections 544A.5, 544A.8 to 544A.11, 544A.21, 272C.2 and 272C.4 and Iowa Code Supplement chapter 252J.

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